APPENDIX F. TOTAL CASE ANALYSIS (TCA) FORMAT

F-1. GENERAL INSTRUCTIONS

a. A Total Cost Analysis must accompany the initial submission (non-replacement requirements/new technology) of items or systems with a total cost of $100,000 or more. This requirement does not apply to TARA-generated requirements, since the TARA report already includes a TCA. If your request is for a non-medical item, answer as many questions as are applicable.

b. The TCA must be worded in concise language, responding to each question in the format shown below. The submission will be understandable without the reader having to refer to this format. For medical items, do not use the term "not applicable." The submission will state why a question is not applicable. Workload data cited in the submission will pertain only to the equipment or system being requested. The cost analysis section must be complete. Data on cost per procedure and annual costs where services are provided by other facilities must relate to workload and cost for performing these same services in-house.

F-2. EQUIPMENT DESCRIPTION

a. Provide a functional description. Describe what the unit does and its intended use (i.e., generic description and types and number of procedures).

b. Give a complete description of the item or system. (Include all major attachments or accessories, models, and manufacturer.) A quote is acceptable.

c. Describe how these procedures are accomplished now.

F-3. BASIS FOR REQUIREMENT

a. The MEDCASE/SuperCEEP submission, DA Form 5027 and 5028 should answer the following questions:

(1) What will the equipment be used for and why is it required?

(2) How will the equipment be used with other equipment?

(3) What are the advantages of the requested item over equipment currently in use or available on the market and why are these advantages needed?

(4) What will be the impact upon mission accomplishment if the requested item is not acquired?

(5) Will patient care be improved? How?

(6) Has consideration been given to the use of available excess assets?

(7) What technological advantages are gained?

(8) How does the equipment support (if applicable) the assigned physician-training program?

(9) How many qualified personnel are required to operate the equipment versus the number of qualified personnel currently available?

(10) Operator training requirements.

(a) How many personnel need to be trained?

(b) How is the training to be accomplished?

(11) How will the equipment be maintained?

(12) Maintenance training requirements.

(a) How many maintenance personnel need to be trained?

(b) How will training be accomplished?

(13) What building modifications (structural and utilities) are required? Include a written cost estimate.

(14) What other health care facilities (DOD, Veterans Administration and civilian health care facilities are near your facility? Provide name, location, and distance from your activity.

(a) Based on workload, what is the cost per procedure at each location? List procedures by type and number. Provide projected annual workload for the equipment being requested. Explain any differences between current and planned workload. (For multiple procedures use average costs.) List separately for each facility.

(b) What are the patient transportation, travel, and per diem costs? Also, identify other costs such as technical or professional personnel required to accompany patients.

(c) What are the annual costs, if workload is purchased from available Federal or civilian sources?

(d) Explain why each facility can or cannot satisfy your requirement.

F-4. COST ANALYSIS

a. Acquisition costs:

(1) Equipment: $_____

(2) Transportation: $_____

(3) Installation: $_____

(4) Facility modification (structural and utilities): $_____

(5) Training (maintenance and operator personnel): $_____

(6) Total fixed cost: $_____

b. Anticipated life expectancy of the item or system (include rationale used in establishing the life expectancy) (Reference TB-MED-7.)

Annual allocation of fixed cost (total fixed cost divided by life expectancy)

c. Annual operating costs (must be based on workload)

(1) Consumable supplies: $_____

(2) Maintenance: $_____

(3) Personnel: $_____
(Include all personnel costs using appropriate standard services tables. If personnel costs will be reduced, the cost savings should be subtracted from operating costs.)

(4) Total annual operating costs: $_____

(5) Total life cycle sustainment costs: $_____
(Annual allocation of fixed cost plus total annual operating costs)

F-5. NON-MEDICAL ITEM

Is it more cost effective to lease this item versus purchase?